

**Kalamazoo Public Library  
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES  
REGULAR SESSION**

DATE: July 25, 2011  
TIME: 4:00 p.m.  
LOCATION: Central Library  
Board Room  
315 South Rose Street  
Kalamazoo, MI 49007

**PRELIMINARY BUSINESS**

Roll Call: Trustees present: Fenner Brown, Robert Brown, Bruce Caple, Lisa Godfrey, James Vander Roest and Valerie Wright. Absent: Cheryl TenBrink

Call to order: President Godfrey called the meeting to order at 4:00 p.m.

Oath of Office: David DeVries, KPL librarian and Notary Public, administered the oath of office to recently re-elected trustees Fenner Brown, Robert Brown and Lisa Godfrey and newly elected trustee Bruce Caple. Fenner Brown's term will expire June 30, 2013; the other trustees' terms expire June 30, 2015.

Disposition: Trustees thanked D. DeVries for administering the oath of office and noted he will return to the August meeting to administer the oath to re-elected trustee Cheryl TenBrink.

Election of Officers: President Godfrey noted the nominating committee for board officers for 2011-2012, comprised of 2010-2011 non-officers, Cynthia Addison, Robert Brown and Cheryl TenBrink, recommended the following slate of officers, first presented at the June meeting:

**Recommendation:** Lisa Godfrey, President  
Valerie Wright, Vice President  
Robert Brown, Secretary  
James Vander Roest, Treasurer

Hearing no further suggestions, President Godfrey closed the nominations.

**MOTION: V. WRIGHT MOVED AND B. CAPLE SUPPORTED THE MOTION TO APPROVE THE SLATE OF OFFICERS RECOMMENDED BY THE NOMINATING COMMITTEE FOR 2011-2012.**



**Motion carried 6-0.**

Agenda Approval: The agenda was accepted as presented.

**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

There were no recognitions, resolutions or communications.

**II. PERSONS REQUESTING TO ADDRESS THE BOARD**

No one addressed the board.

**III. CONSENT CALENDAR**

A. Minutes of the Board Meeting of June 25, 2011

B. Personnel Items

New Hire

**Susan Lindemann** will join the administration staff as Head of Facilities Management effective August 16, 2011. Susan most recently held the position of Engineering Manager at American Greetings Corporation in Kalamazoo.

Employee Transfer

**Bill Caskey** will transfer to the KPLA 1.0 FTE Lead Children's Librarian III position in the Youth Services Department effective August 1, 2011. Bill currently holds the 1.0 FTE Programming Librarian II position in that department.

**Disposition:** The board accepted the Minutes of the Meeting of June 25, 2011 and the personnel items as presented.

IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending June 30, 2011

**Recommendation:** A. Rohrbaugh recommended the board accept the Financial Reports for the period ending June 30, 2011 as presented.

Executive  
Summary:

Finance & Budget Committee Chair J. Vander Roest noted that although the reports are for the year end, and are close to what they will be, they are not yet final.

A. Rohrbaugh highlighted gifts and grants received and agreed there will still be some year-end adjustments to the reports.

**MOTION:** R. BROWN MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE PERIOD ENDING JUNE 30, 2011.



Motion carried 6-0.

V. RECOMMENDATIONS AND REPORTS

ACTION ITEMS

A. MERS Delegates

**Recommendation:** Director Rohrbaugh recommended approval of the appointment of Diane Schiller as the Officer Delegate and the certification of Terry New as the Employee Delegate to serve at the 2011 Municipal Employees Retirement System (MERS) Annual Meeting this September.

Executive  
Summary:

In the past we have sent both an officer and employee delegate to attend the MERS annual meeting. The officer delegate must be appointed by official action of the board to serve and the employee delegate must be elected by ballot and certified by either the chief administrative officer or a member of the governing body. The election for the employee delegate has occurred with Terry receiving endorsement with a majority of votes. This year we are facing proposed legislation for public employee retirement benefits and it is likely that any proposed legislation will be reviewed at the annual meeting. Both Terry and Diane are attending with those changes in mind.

**MOTION:** J. VANDER ROEST MOVED AND B. CAPLE SUPPORTED THE MOTION TO APPOINT DIANE SCHILLER AS THE OFFICER DELEGATE AND CERTIFY TERRY NEW AS THE EMPLOYEE DELEGATE TO SERVE AT THE 2011

**MUNICIPAL EMPLOYEES RETIREMENT SYSTEM (MERS) ANNUAL MEETING  
THIS SEPTEMBER.**



**Motion carried 6-0.**

REPORTS:

B. Oshtemo Easement

Presentation: A. Rohrbaugh and President Godfrey met with Libby Heiny-Cogswell, Oshtemo Township Supervisor, and a notary public on June 27 to finalize the Oshtemo easement. All the documents were prepared or reviewed on our behalf by Matt Van Dyk at Miller Canfield.

The easement was granted without an exchange of any type. Although an exchange would have been nice, we want to be good neighbors and see a benefit to the library of an expanded park and a walkway from the park to the library. They are hopeful for a groundbreaking for the park expansion yet this fall.

They discussed with Ms. Heiny-Cogswell the library's wish for a sewer connection. She advised the director to write her a letter to that effect for the township to have on file, which she will do.

They also talked about the sign limitations that make it difficult for Oshtemo patrons to see the entrance to the branch. Since that conversation, there have been several email exchanges about the possibility of a "municipal complex" sign that would include the library and/or a changeable face sign to announce events, meetings, etc, including those at the library. This discussion is a good outcome from the partnership over the easement.

Discussion: President Godfrey noted Ms. Heiny-Cogswell is on the Kalamazoo Area Metro Transit Authority Board which could be helpful and thinks there are good possibilities for cooperation between KPL and the new supervisor. In response to a question from R. Brown about the status of the Oshtemo DDA, L. Godfrey said the \$39,000 tax diversion is for the area at Stadium and 9<sup>th</sup> Streets; it is in place for the future.

J. Vander Roest said he had been at a picnic at the Oshtemo park recently and feels the improvements there will be a good addition and is pleased with the excellent communication between KPL and the township.

Disposition: Trustees were pleased to hear the easement was completed and that there is an expectation of cooperation in the future.

C. Director's Goals for 2011 - 2012

Presentation: Director Rohrbaugh explained annual library-wide measurable goals and objectives are now set based on our five priorities through our action plan. Progress on meeting those goals and objectives is shared with the board each quarter.

At the May board meeting, the "Action Plan: Initiatives to Support the Strategic Plan for 2011-2012" was presented to the board for information. The activities directly support the goals. The director is involved, to greatly varying degrees, in all of the library activities. There are some, however, on which she takes the lead or is more heavily involved. The director's goals for 2011 – 2012 include the following:

1. Continue to align programs and services with priorities
2. Review the measurable objectives and annual targets after first year; revise if indicated
3. Monitor legislation, particularly in areas of funding, employee compensation and benefits, and union implications
4. Begin discussions with board about timing and specifics of millage

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5. Orient, transition to, and supervise new hires in two key positions: Assistant to the Director and Head of Facilities Management
6. Negotiate contracts with both unions: KPLA and KPLSP
7. Investigate alternate health insurance for all employees
8. Align job descriptions, staff competencies, and staff evaluation
9. Seek work efficiencies through LEAN, green, etc. in light of increasing business and decreasing revenues
10. Participate in the community emphasis on literacy, particularly through the Learning Network
11. Install a divider between Teen and AV to better define space for teens and provide staffing options
12. Complete a redo of the former Tech Center
13. Continue to address institutional racism through establishment of a Planning and Design Task Force
14. Increase efforts to obtain outside funding, especially for ongoing services

Discussion: President Godfrey commented this would help the board focus on the director's evaluation in the coming year.

J. Vander Roest asked for clarification of #11. The director explained installing a divider with a door that will close between Teen and AV would provide space for teens to call their own, allow programming in the teen area that is not possible now and would allow us to have a different set of open hours for teen in case of staff reductions – we could link open hours to the school calendar. She hopes to bring this item to the building committee for consideration soon.

In response to a question from V. Wright about #9 regarding LEAN, the director indicated we have begun implementing some LEAN processes and will continue looking at them. Kevin King is leading us now; our new facilities manager has a strong background in this area. She will keep the board posted on progress.

Disposition: Trustees received the information.

D. 4<sup>th</sup> Quarter Strategic Plan Statistics

Presentation: Trustees received the fourth quarter/ annual report on progress toward the eight goals established for this year to meet our five priorities.

As part of the strategic planning process we set objectives through 2013 with annual targets. We have reported quarterly on progress and now have results for the first full year.

For the first time, we have survey results to report for objectives 2.1, 4.5, 5.7, and 8.3. A separate memo is attached to the statistics outlining the distribution of the surveys, the questions that were asked, and a breakdown of the responses by question.

The director walked them through the statistics, providing some comments on specific targets. Overall, she is pleased with our progress this first year. Many of the targets have been met, some surpassed. The Management Team will meet in late August to discuss our first year's experience generally and the targets specifically. We'll review if they are logical or if some adjustments are needed as we move into our second year.

Discussion: V. Wright commented that reaching goals will allow us to focus elsewhere on goals that we need to work on; B. Caple noted that if we met all goals it would mean we are not stretching or dreaming big enough. We can use this first year's results as a tuning fork to refocus.

B. Caple asked whether department/team goals are being employed to be sure everyone is directed to the same overall goals. The director said we have branch goals – their piece to contribute to overall goals, but we are working on job descriptions, competencies and our annual evaluation form to reflect our priorities – we are not there yet.

J. Vander Roest said he is pleased at the circulation of over 1,000,000 items. A. Rohrbaugh responded that if we had set an overall circulation goal, it would have been met, but we chose to break it down into segments.

F. Brown asked if Local History programming statistics reflect enough usage to justify the cost. A. Rohrbaugh said Local History is one of our five priorities, but programming is provided for targeted audiences; it is an expensive service. M. Cockrell, Head of Adult Services, commented that Local History programming had already been cut back before the goals were set, so it was caught in the transition.

L. Godfrey wondered why we missed the goal for birth – five year old programming. Director Rohrbaugh explained there have been major absences in children's this year, which is a big factor.

Disposition: Trustees received the statistics reports.

D. Legislative Update

Presentation: D. Schiller, Head of Financial Services, reported there has not been a lot of activity since the last meeting since the legislature has been on summer break. Legislation related to public employee health care costs is in conference committee; it will likely be brought back to the legislature in the fall. It looks like whatever is passed would be effective January 1, 2012 unless an entity has existing labor contracts.

A. Rohrbaugh noted it would be preferable to have any change effective at the same time for all employees. D. Schiller explained that initial quotes received for alternate health insurance indicate that our group is small enough that insurers would want to consider the entire staff as one pool.

D. Schiller expects revenue sharing legislation, which foretells pension reform, to be formulated by the time of the MERS conference. It is expected personal property tax reform will be addressed in the fall; we will watch that very closely, it could have a very serious impact on the library's budget.

Disposition: Trustees thanked D. Schiller for keeping up with developments and her report.

E. Job and Career Accelerator Database

Presentation: A. Rohrbaugh explained she wanted the board to understand this database so they can let people know that we have it and what a wonderful tool it is, and so they will have a feeling for the services provided by Michigan Electronic Library. (MEL)

Caitlin Hoag, adult services librarian, told trustees we have more than 50 databases available for the public, 30 of which are provided by MEL. One of the most exciting is the Job and Career Accelerator database, an all-in-one resource for job seekers. Patrons are

able to register to use it in any library in the state for home use. She demonstrated the various components and capabilities of the database including job searching, resume and letter writing, and managing the job search process.

She said people who are introduced to it find it powerful and very useful. We are trying to promote this service and hope the usage statistics increase. L. Godfrey suggested contacting Michigan Works! In answer to a question about security from F. Brown, C. Hoag said it is secure and private – no one will see any content unless the user provides it.

Disposition: Trustees were very impressed with the database, thanked C. Hoag for the report and suggested she return to demonstrate other products.

**B. COMMITTEE REPORTS**

There were no committee reports.

**VII. OTHER BUSINESS**

Director's Report

**Presentation:**

Director Rohrbaugh highlighted several items in the written report:

- The director sent an updated list of Literacy Services which KPL provides or participates in to a number of people with resulting meetings with KPS Superintendent Michael Rice, and Janice Brown, Executive Director of the Kalamazoo Promise.
- Annual reports from the chairs of KPL staff committees were attached to the director's report.
- 4000 people registered for the summer reading program last week; however, when we develop statistics we record the number who participate.
- Subject heading signs have been added to the end of each of the nonfiction ranges on the second floor at central library to aid browsing patrons beyond the Dewey number ranges, which will remain.

**Discussion:**

F. Brown asked about grants received from the Kalamazoo Community Foundation for diversity work. Two grants were received, totaling \$5500 (Fetzer Institute Fund: \$3000, and Capacity Building Grant: \$2500) to fund a Planning and Design Task Force workshop to determine whether it is feasible for KPL to establish an anti-racism team following the Crossroads model.

**VIII. PERSONS REQUESTING TO ADDRESS THE BOARD**

No one addressed the board.

**IX. TRUSTEE COMMENTS**

**Wright** said she very much appreciates the annual staff committee reports. It gives her a sense of day to day specifics.

**J. Vander Roest** recently participated in a Facebook discussion on the relevance of libraries. He was heartened that all those who participated from Kalamazoo were very supportive of libraries in general and KPL in particular. He added this is the start of his 21<sup>st</sup> year on KPL's board and L. Godfrey's 22<sup>nd</sup>. It has been a great 20 years.

**XI. ADJOURNMENT**

Hearing no objection, President Godfrey adjourned the meeting at 5:26 p.m.

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Robert Brown, Secretary